



NEW SOUTH WALES GOVERNMENT
PREMIER'S DEPARTMENT

2006-07 STRATEGIC MANAGEMENT CALENDAR

A resource for the New South Wales public sector



*A companion to the
Strategic Management Framework*

The Strategic Management Calendar summarises the main planning, budgeting and reporting processes and requirements over the financial year, on a month-by-month basis.

For a guide to agency service delivery planning, resource allocation and performance management see the companion publication, the Strategic Management Framework.

An online version of the Strategic Management Framework, including the Strategic Management Calendar can be accessed from The Department of Premier and Cabinet website at www.dpc.nsw.gov.au.

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- The Cabinet Office, Department of Premier and Cabinet
- Community Relations Commission for a multicultural NSW
- Department of Ageing, Disability and Home Care
- Department of Commerce
- Department of Water and Energy
- Department of Environment and Climate Change
- Department of Lands

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Disclaimer

The *Strategic Management Calendar* provides a summary of key planning, budgeting and reporting processes and requirements over the financial year on a month-by-month basis. While every effort has been made to ensure the currency and accuracy of the information presented here, the Calendar is not intended to be, and should not be relied upon as, the most up-to-date and complete source of information.

For comprehensive, up-to-date information on particular planning, budgeting and reporting obligations and resources, contact the identified lead agency.

INTRODUCTION

The Strategic Management Calendar is a companion publication to the Strategic Management Framework and summarises the main planning, budgeting and reporting processes over the financial year, on a month-by-month basis. It also identifies the main agency reporting requirements throughout the financial year.

The 2006-07 update of the Calendar includes **WHY** (*is the process or report required ie statutory or policy rationale?*), **WHAT** (*information is required? Which agencies have to provide it? Who do they have to provide it to?*), **WHEN** (*is the information required?*) and **MORE INFO** (*where do I go for further information and help?*) headings to ensure the information contained in the Calendar is accessible as possible.

For a guide to agency service delivery planning, resource allocation and performance management see the Strategic Management Framework.

An online version of the 2006-07 Strategic Management Framework, including the Strategic Management Calendar can be accessed from The Department of Premier and Cabinet website at www.dpc.nsw.gov.au.

An Overview of the 2006-07 Calendar is available on The Department of Premier and Cabinet website. There are also Word versions available of the Framework and Calendar from The Department of Premier and Cabinet website. The word version of the Calendar can be customised for internal use within agencies.

**ANNUAL
Planning**

Chief Executive Service (CES) Performance Agreements

WHAT: Ministers must sign a Performance Agreement with CEOs that are a part of the CES. CEOs employed under the *Public Sector Employment and Management Act 2002* (the Act) form the Chief Executive Service (CES). **WHY:** Performance Agreements are an essential tool to ensure understanding between a Minister and a CEO on the major tasks and accountabilities of the CEO.

MORE INFO: Premier's Memoranda 99-05 and 2003-15 apply which are available from The Department of Premier and Cabinet website: www.dpc.nsw.gov.au.

NOTE: CEOs of SOCs and certain statutory entities do not form part of the CES. The Act does not cover their employment and a variety of processes are used to determine their remuneration. The Boards of these entities determine their appointment, terms of employment, performance evaluation and remuneration.

Senior Executive Service (SES) Performance Agreements

WHAT: The performance agreements of SES officers are negotiated between the executive and their Department head. Senior Executives for the purposes of the Act are those persons holding positions determined by the Director-General, Department of Premier and Cabinet, pursuant to section 65 of the Act, to be senior executive positions, as well as those positions listed in Part 3 of Schedule 2 of the Act. **MORE INFO:** See Department of Premier and Cabinet Circular 98-103 for a best practice model of performance management which is available from The Department of Premier and Cabinet website: www.dpc.nsw.gov.au.

Chief Executive Service (CES) and Senior Executives Service (SES) Performance Review

WHAT: The Premier has delegated to portfolio Ministers the responsibility for reviewing the performance of CES. The Departmental head is responsible for reviewing the performance of their SES officers. **WHY:** Under section 71 of the Act an executive officer's [SES or CES] performance must be reviewed at least annually by the officer's employer or by some other person nominated by that employer.

NOTE: There is no requirement under the *Public Finance and Audit Act 1983* or under any Treasury Guidelines or Circulars that CES/SES performance reviews be undertaken at any set time; it is purely an operational issue for agencies' determination.

WHEN: The only constraint on timing is that it must occur at least annually and it must occur prior to any annual Statutory and Other Offices Remuneration Tribunal increase being applied to an executive's remuneration. Section 24C of the *Statutory and Other Offices Remuneration Act 1975* provides for the Tribunal to determine annual remuneration packages to take effect on and from 1 October in that year.

Planning

Agencies prepare and submit legislative programs for the Spring Session of Parliament

WHY, WHAT & WHEN: So that The Cabinet Office, Department of Premier and Cabinet (DPC) can draw up a legislative program for the Spring Session of Parliament agencies are required to submit, through Ministers, their legislative proposals in July.

Reporting

Agencies prepare and submit financial statements to the Auditor General and Treasury

WHY, WHAT & WHEN: The *Public Finance and Audit Act 1983* requires Statutory Bodies s41A (1) and Departments s45D (1) to prepare and submit financial statements within six (6) weeks of the end of the financial year to the Minister and to the Auditor-General for audit.

Each year Treasury issues a circular for financial accounting arrangements for those agencies with a 30 June year end. This annual circular includes a timetable for year-end reporting that requires some agencies to prepare and submit financial statements in less than six (6) weeks. The form and content of the financial statements is prescribed in the *Public Finance and Audit Act* and Regulations. Budget dependent agencies are also required to prepare financial statements in accordance with directions contained in the 'Financial Reporting Code for Budget Dependent General Government Sector Agencies' issued by Treasury.

The Treasury Circular for the 2005-06 financial reporting year is NSWTC 06/06. The circular outlines that agencies are to submit draft Annual Returns to Treasury in either mid-late July or early August.

WHEN: The deadline for agencies to submit their financial statements to the Auditor-General is 28 July for the 22 largest agencies and no later than 11 August for other agencies. **MORE INFO:** Refer to the Treasury Circular NSWTC 06/06 issued in May 2006 for specific agency dates for all of the above and refer to www.treasury.gov.au.

Workforce Profile Return

WHAT & WHEN: Annual and Quarterly Full-time Equivalent (FTE) return are due in the Public Employment Office of the Department of Premier and Cabinet by 24 July 2006. **WHY:** The Workforce Profile assists in workforce planning, benchmarking, forecasting and costing human resources, assessing policy and strategy development needs and assessing the impact of new policies and procedures. **MORE INFO:** Details about reporting requirements and a background to the collection are available from The Department of Premier and Cabinet website www.dpc.nsw.gov.au.

Chief Executive Officers report to the CEO Cluster Group on Aboriginal Affairs

WHY, WHAT & WHEN: Chief Executive Officers are required to report in writing to the CEO Cluster Group on Aboriginal Affairs on 21 July 2006 and annually from 1 March 2007, detailing the specific and relevant Aboriginal affairs targets and results they have included in their annual performance agreements. **MORE INFO:** The CEO Group on Aboriginal Affairs can be contacted through the Secretariat at Level 13, 280 Elizabeth Street, Surry Hills, 2010. See also *Chief Executive Officer Performance Agreements* (Memorandum 2006-09) – Department of Premier and Cabinet.

AUGUST 2006

Planning

Agencies finalise Cabinet Minutes for the Spring Session of Parliament

WHAT: All Cabinet Minutes proposing new or amending existing legislation in the Spring Session of Parliament to be submitted to The Cabinet Office, Department of Premier and Cabinet.

Agencies submit Information and Communications Technology (ICT) Strategic Plans to Treasury

WHAT & WHEN: All agencies are required to submit their Information And Communications Technology (ICT) Strategic Plan to Treasury by 31 August 2006.
WHY: This process ensures corporate and business planning is optimally supported by information and communication technology.

Agencies submit Total Asset Management (TAM) Plans to Treasury

WHAT & WHEN: All agencies are required to submit their Total Asset Management (TAM) Plans to Treasury by 31 August 2006. **WHY:** The plans support better management of the State's assets. See Total Asset Management (TAM) Policy.
MORE INFO: TAM Plans comprise five documents: (1) the Asset Strategy, which is supported by the following documents. (2) the Capital Investment Plan (3) the Asset Maintenance Strategic Plan (4) the Asset Disposal Strategic Plan and (5) the Office Accommodation Strategy. TAM Plans are informed by Metropolitan and Regional Strategies. Refer to the Treasury website: www.treasury.nsw.gov.au.

2006-07 Efficiency Improvement Plans to Treasury

WHY, WHAT & WHEN: In response to the Premier's Economic and Financial Statement, all agencies are required to submit their revised Efficiency Improvement Plans for 2006-07 to Treasury on behalf of the Budget Committee of Cabinet by 11 August 2006. **NOTE:** Agencies will be advised of the deadline for submission of their 2007-08 Plan during the financial year. **MORE INFO:** Contact your agency's Treasury analyst.

Agencies prepare Procurement Plans and Progress Reports

WHAT & WHEN: Agencies are required to prepare 3-year rolling procurement plans updated on an annual basis. Agencies are required to submit progress reports annually to Treasury. **WHY:** This process links procurement to service outcomes and the achievement of procurement efficiencies. See Treasury Research and Information Paper TRP 04-03 Procurement Planning Program 2003-04 Report.
MORE INFO: Guidance for developing procurement plans can be accessed at www.treasury.nsw.gov.au.

Reporting

Agencies submit quarterly progress reports on significant Information and Communications Technology (ICT) projects to Treasury

WHAT & WHEN: Quarterly progress reports for all high risk Information and Communications Technology (ICT) projects and those with a total estimated cost of \$10 million or more should be submitted for quarters ending February, May, August and November. Reports are due to Treasury by the end of the following month.
WHY: Regular monitoring of significant projects ensures that variances from the workplan can be assessed against the project's business case.

SEPTEMBER 2006

Planning

Ethnic Affairs Priorities Statements (EAPS) forward plans – key agencies

WHY, WHAT & WHEN: Under the Ethnic Affairs Priorities Statements (EAPS) program, EAPS key agencies are required to submit an EAPS Forward Plan to the Community Relations Commission by 29 September 2006.
MORE INFO: Refer to www.crc.nsw.gov.au.

Budgeting

Treasury issues 2007-08 Budget process information package to agencies

WHAT: Treasury issues information package about the 2007-08 Budget process, including new guidance material where appropriate.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Ethnic Affairs Priorities Statements (EAPS) reports – key agencies

WHAT & WHEN: Ethnic Affairs Priorities Statements (EAPS) key agencies are required to submit a report of their activities against the EAPS Standards Framework to the Community Relations Commission by 29 September 2006. **WHY:** EAPS is the main vehicle to assist agencies to implement the Principles of Multiculturalism, which are mandated under the *Community Relations Commission & Principles of Multiculturalism Act 2000*. **MORE INFO:** Refer to www.crc.nsw.gov.au.

Financial Returns

WHAT & WHEN: The 22 largest agencies are to submit final audited Annual Returns to Treasury no later than 5 September 2006. All other agencies to submit final returns within one working day of Audit sign-off. **WHY:** The information collected contributes to consolidated financial statements and enables review of financial performance. **MORE INFO:** Refer to Treasury Circular NSWTC 06/06.

Annual Office Accommodation Survey

WHY, WHAT & WHEN: For inclusion in the Government Office Accommodation Database agencies are required to submit details of their leased and owned office accommodation holdings to the Department of Commerce (State Property). **MORE INFO:** Refer to the Government Asset Management Committee website: www.gamc.nsw.gov.au.

Capital Projects Progress Reports

WHY & WHAT: All major capital projects that are included in the Budget paper's State Asset Acquisition Program (Budget Paper 4) are monitored. Relevant portfolios are required to report on progress and those reports are submitted for consideration. **WHEN & MORE INFO:** The on-line system opens for data entry on the 25th and closes on the 11th of the following month. For further information contact the Department of Commerce on 9372 8600.

OCTOBER 2006

Planning

All agencies establish and provide Equal Employment Opportunity (EEO) program aims to the Director of Employment Equity and Diversity

WHAT & WHEN: All agencies (Departments, Authorities, State Owned Corporations and Health Services) to report the program aims for the next year or phase of their EEO Management Plan to the Director of Employment Equity and Diversity with Department of Premier and Cabinet by 1 October 2006. **WHY:** Equal Employment Opportunity (EEO) is a statutory requirement for all agencies under Part 9A of the *Anti-Discrimination Act 1977*.

MORE INFO: Contact the Workforce Strategy Division within the PEO, Department of Premier and Cabinet on 9228 3572.

All agencies prepare a Proposed 2007-08 Results and Services Plan (RSP)

WHAT: Agencies are required to submit a Proposed 2007-08 Results and Services Plan (RSP) to Treasury. **WHY:** The RSP is a service delivery and funding plan that is prepared for use by the Budget Committee of Cabinet. The RSP informs priority setting in the scene setting meetings and is the basis for preparing agencies' Budget submissions. **MORE INFO:** Contact your agency's Treasury analyst.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Budgeting

Treasury issues the 2007-08 allocation letters, requiring agencies to submit their Proposed 2007-08 Results and Services Plan (RSP)

WHAT: Treasury issues the 2007-08 allocation letters to agencies. As part of the allocation letter process, the Treasurer requires agencies to submit the Proposed 2007-08 Results and Services Plan (RSP). **WHY:** The RSP is a service delivery and funding plan that is prepared for use by the Budget Committee of Cabinet. The RSP informs priority setting in the scene setting meetings and is the basis for preparing agencies' budget submissions. **MORE INFO:** Contact your agency's Treasury analyst.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Workforce Profile Quarterly Full-Time

WHAT & WHEN: Quarterly Full-Time Equivalent (FTE) Collection is due in the Public Employment Office of the Department of Premier and Cabinet by 16 October 2006.

Equivalent Collection

WHY: The Workforce Profile assists in workforce planning, benchmarking, forecasting and costing human resources, assessing policy and strategy development needs and assessing the impact of new policies and procedures. **MORE INFO:** Details are available from the Department of Premier and Cabinet website: www.dpc.nsw.gov.au.

All agencies provide Equal Employment Opportunity (EEO) reports to the Director of Employment Equity and Diversity (Departments, Authorities, State Owned Corporations and Health Services)

WHAT: Agency EEO Annual Reports are lodged with the Director of Employment Equity and Diversity by 1 October. Agencies report on the outcomes of their EEO program for the reporting year. EEO statistics (the “snapshot” as at 30 June and “12 month” statistics) are now generated electronically from the Workforce Profile Data forwarded to the Department of Premier and Cabinet.

WHY: Equal Employment Opportunity (EEO) is a statutory requirement for all agencies under Part 9A of the *Anti-Discrimination Act 1977*. The Director of Employment Equity and Diversity reports to the Premier on the progress of the sector-wide EEO Program, having regard to information reported by agencies. **MORE INFO:** Contact the Workforce Strategy Division within the PEO, Department of Premier and Cabinet on 9228 3572.

Government Property Register Annual reporting requirement

WHY & WHAT: To facilitate management of property assets and to provide an overview of Government’s land holdings, all agencies are required to submit information to the Department of Lands for inclusion in the Government Property Register concerning land vested, owned or occupied by the Minister or Department, its use and whether the property is essential to operations. **WHEN:** By 31 October 2006 or as changes occur. **MORE INFO:** See Premier’s Memorandum: 2004-05 or contact the Government Property Register Coordinator on 9236 7683 or email gpr.infor@lands.nsw.gov.au.

Agencies submit Annual Report

WHAT & WHEN: Agencies have four (4) months from balance date to submit annual reports to their Minister and to the Treasurer (ie end October). The Minister then has one (1) month after receipt to table the report before both Houses of Parliament. **WHY:** The *Annual Reports (Departments) Act 1985* and the *Annual Reports (Statutory Bodies) Act 1984* require agencies to report on their activities over the previous financial year. **MORE INFO:** See Annual Report Checklist available on Treasury’s website (www.treasury.nsw.gov.au) for further information regarding content and distribution of Annual Reports.

Cleaner NSW Government Fleet (CGF) annual data return

WHAT & WHEN: All agencies are required to submit their annual 2005-06 energy use and related information to the Department of Water and Energy (DWE) by 31 October 2006. **WHY:** The key objective of the CGF is to reduce greenhouse emissions from the Government fleet. **MORE INFO:** Details are available at the State Fleet website: www.statefleet.ogp.commerce.nsw.gov.au. Data is reported at the Environmental Data Gathering and Reporting website: www.edgar.nsw.gov.au.

Government Energy Management Policy (GEMP) annual data return

WHAT & WHEN: All agencies are required to submit their annual 2005-06 energy use and related information to the Department of Water and Energy by 31 October 2006. **WHY:** The key objective of GEMP is to reduce greenhouse emissions whilst delivering energy and cost savings to Government agencies. **MORE INFO:** Details are available on the DWE website: www.dwe.nsw.gov.au/energyandgreenhousegas/gemp/index.htm. Data is reported at the Environmental Data Gathering and Reporting website: www.edgar.nsw.gov.au.

Productivity Commission’s Report on Government Services

WHAT & WHY: Advice from the 12 service agencies to The Cabinet Office, Department of Premier and Cabinet is finalised regarding data and commentary for the Productivity Commission’s Report on Government Services for release in January 2007. **MORE INFO:** Details on this report are available at www.pc.gov.au/gsp/index.html or contact John Tansey at The Cabinet Office, Department of Premier and Cabinet on (02) 9228

4324.

Annual Corporate Services Data Collection

WHAT & WHEN: All agencies are required to complete the 2006 on-line Corporate Services Data Collection Survey by 31 October 2006. **WHY:** The Data Collection forms part of the Corporate Services Reform Program which is the responsibility of the Department of Commerce. **MORE INFO:** Details are available from www.gcio.nsw.gov.au or by logging on at www.flowconnect.com/csrs/sys003.htm?template=login&app_form_cd=welcome.

NOVEMBER 2006

Planning

Scene setting meetings to consider strategic priorities for the 2007-08 Budget

WHAT & WHY: Ministerial meetings and Executive level meetings occur to consider strategic priorities and highlight key issues that need to be addressed in the 2007-08 Budget.

All Ministerial and Executive level meetings will be informed by agency Results and Services Plans, Information and Communications Technology Strategic Plans and Total Asset Management Plans, Metropolitan and Regional Strategies as well as the State Infrastructure Strategy.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Budgeting

Agencies respond to Treasury allocation letter and submit their Proposed 2007-08 Results and Services Plan (RSP) to Treasury

WHAT: Agencies respond to the Treasury allocation letter. As part of the allocation letter process, agencies submit their Proposed 2007-08 Results and Services Plan (RSP) to Treasury. **WHY:** The RSP is a service delivery and funding plan that is prepared for use by the Budget Committee of Cabinet. The RSP is the basis for preparing agencies' budget submissions. **MORE INFO:** Contact your agency's Treasury analyst.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Ethnic Affairs Priorities Statements (EAPS) Annual Reports

WHAT & WHEN: All agencies are required to submit to the Community Relations Commission a copy of their Annual Report once tabled in Parliament. All Annual Reports are required to include an Ethnic Affairs Priorities Statements (EAPS) section consisting of outcomes for the reporting year and intended goals for the next year. **WHY:** EAPS is the main vehicle to assist agencies to implement the Principles of Multiculturalism, which are mandated under the *Community Relations Commission & Principles of Multiculturalism Act 2000*. **MORE INFO:** Refer to www.crc.nsw.gov.au.

Agencies submit quarterly progress reports on significant Information and Communications Technology (ICT) projects to Treasury

WHAT & WHEN: Quarterly progress reports for all high risk Information and Communications Technology (ICT) projects and those with a total estimated cost of \$10 million or more should be submitted for quarters ending February, May, August and November. Reports are due to Treasury by the end of the following month. **WHY:** Regular monitoring of significant projects ensures that variances from the workplan can be assessed against the project's business case.

DECEMBER 2006

Planning

Agencies prepare and submit legislative programs for the Budget Session of Parliament

WHY, WHAT & WHEN: So that The Cabinet Office can draw up a legislative program for the Budget Session of Parliament agencies are required to submit through Ministers their legislative proposals in December.

Budgeting

Responses to the October allocation letter are considered

WHAT: Agency responses to the October allocation letter are considered.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Disability Action Plan

WHAT & WHEN: Agencies submit the part of the annual report which addressed progress against the Disability Action Plan to the Department of Ageing, Disability and Home Care by the end of December or within one month of their annual report being tabled in Parliament. **WHY:** Plans assist agencies to meet their legislative requirements to ensure services better meet the needs of people with a disability. See *Disability Services Act 1993* s9.

Metropolitan Strategy Progress Report

WHY, WHAT & WHEN: To ensure effective implementation of the Metropolitan Strategy, relevant agencies are required to contribute to a six monthly progress report on implementing the Strategy to Government via the Metropolitan CEOs Group by 31 December 2006. The submission will be sponsored by the Department of Planning. **MORE INFO:** Contact John Brockhoff at the Department of Planning on (02) 9228 6297.

Summary of Affairs

WHY & WHAT: Agencies subject to the *Freedom of Information Act 1989* are required to publish in the Government Gazette, an up-to-date Summary of Affairs. The Summary of Affairs is a separately bound book to the Government Gazette but does carry a running Gazette No. The requirements are specified in section 14 of Part 2 of the *Freedom of Information Act*. The Summary of Affairs has to contain a list of each of the Agency's policy documents, advice on how the agency's most recent Statement of Affairs may be obtained and contact details for accessing this information.

WHEN: The Summaries are published at the end of June and the end of December each year and need to be delivered to Government Advertising and Information two weeks prior to these dates. **MORE INFO:** Go to the Department of Commerce's Office of NSW Procurement website at www.advertising.nswp.commerce.nsw.gov.au/gazette.

Capital Projects Progress Reports

WHY & WHAT: All major capital projects that are included in the Budget paper's State Asset Acquisition Program (Budget Paper 4) are monitored. Relevant portfolios are required to report on progress and those reports are submitted for consideration. **WHEN & MORE INFO:** The on-line system opens for data entry on the 25th and closes on the 11th of the following month. For further information contact the Department of Commerce on 9372 8600.

JANUARY 2007

Reporting

Workforce Profile Quarterly Full-Time Equivalent Collection

WHAT & WHEN: Quarterly Full-Time Equivalent (FTE) Collection is due in the Public Employment Office of the Department of Premier and Cabinet by 24 January 2007. **WHY:** The Workforce Profile assists in workforce planning, benchmarking, forecasting and costing human resources, assessing policy and strategy development needs and assessing the impact of new policies and procedures. **MORE INFO:** Details are available from the Department of Premier and Cabinet website: www.dpc.nsw.gov.au.

FEBRUARY 2007

Planning

Agencies finalise Cabinet Minutes for the Budget Session

WHAT: All Cabinet Minutes proposing new or amending existing legislation in the Budget Session to be submitted to The Cabinet Office, Department of Premier and Cabinet.

Budgeting

Ministerial meetings

WHAT & WHY: Ministerial meetings occur between the Treasurer and portfolio Ministers to finalise budgetary issues. Executive level meetings occur between Treasury and agencies to discuss strategic funding issues.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Working Together: The Public Sector OHS and Injury Management Strategy 2005-2008 – Progress Reports

WHY, WHAT & WHEN: To ensure effective implementation of the *Working Together* Strategy, agencies are to provide a progress report against Strategy Target 5 to WorkCover by 9 February 2007 (and mid-2008). Agencies are also to provide a qualitative data report regarding progress against Strategy Deliverables by 9 February 2007 (and mid-2008). **MORE INFO:** About the *Public Sector OHS and Injury Management Strategy 2005-2008*, including reporting requirements refer to www.workingtogether.nsw.gov.au.

Agencies submit quarterly progress reports on significant Information and Communications Technology (ICT) projects to Treasury

WHAT & WHEN: Quarterly progress reports for all high risk Information and Communications Technology (ICT) projects and those with a total estimated cost of \$10 million or more should be submitted for quarters ending February, May, August and November. Reports are due to Treasury by the end of the following month.

WHY: Regular monitoring of significant projects ensures that variances from the workplan can be assessed against the project's business case.

MARCH 2007

Budgeting

Treasurer issues 2007-08 Budget allocation letters, requiring agencies to submit their Agreed 2007-08 Results and Services Plan (RSP)

WHAT & WHY: The Budget is finalised and the Treasurer issues the 2007-08 final allocation letters. As part of the allocation letter process, the Treasurer requires agencies to submit their Agreed 2007-08 Results and Services Plan (RSP). The Agreed RSP requires Ministerial endorsement prior to submission and must reflect the priorities and budget management requirements determined by the Budget Committee of Cabinet. **MORE INFO:** Contact your agency's Treasury analyst.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Chief Executive Officers report to the CEO Cluster Group on Aboriginal Affairs

WHY, WHAT & WHEN: Chief Executive Officers are required to report in writing to the CEO Cluster Group on Aboriginal Affairs on 1 March 2007, detailing the specific and relevant targets and results they have included in their annual performance agreement, which contribute to achievement of *Two Ways Together*, the NSW Government's Aboriginal affairs plan. **MORE INFO:** The CEO Group on Aboriginal Affairs can be contacted through the Secretariat at Level 13, 280 Elizabeth Street, Surry Hills, 2010. See also *Chief Executive Officer Performance Agreements* (Memorandum 2006-09) – Department of Premier and Cabinet.

Capital Projects Progress Reports

WHY & WHAT: All major capital projects that are included in the Budget paper's State Asset Acquisition Program (Budget Paper 4) are monitored. Relevant portfolios are required to report on progress and those reports are submitted for consideration.

WHEN & MORE INFO: The on-line system opens for data entry on the 25th and closes on the 11th of the following month. For further information contact the Department of Commerce on 9372 8600.

APRIL 2007

Planning

Agencies prepare their Agreed 2007-08 Results and Services Plan (RSP)

WHAT: All agencies prepare their Agreed 2007-08 Results and Services Plan (RSP). **WHY:** The Agreed 2007-08 RSP is an agency's service delivery and funding plan. It requires Ministerial endorsement prior to submission and must reflect the priorities and budget management requirements determined by the Budget Committee of Cabinet. **MORE INFO:** Contact your agency's Treasury analyst.

NOTE: Corporate planning for the next financial year should be well underway. These planning processes should incorporate the priorities as well as the budget management requirements identified in agency RSPs.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Budgeting

Agencies respond to Treasurer's Budget allocation letters and submit their Agreed 2007-08 Results and Services Plan (RSP)

WHAT: Agencies respond to the Treasurer's Budget allocation letters. As part of the allocation letter process, agencies submit their Agreed 2007-08 Results and Services Plan (RSP). **WHY:** The information provided by agencies enables preparation of the State's Budget Papers. The Agreed 2007-08 RSP is an agency's service delivery and funding plan. It requires Ministerial endorsement prior to submission and must reflect the priorities and budget management requirements determined by the Budget Committee of Cabinet. **MORE INFO:** Contact your agency's Treasury analyst.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Financial reporting plan

WHAT: Treasury Circular issued outlining financial reporting deadlines for the preparation of financial statements for audit and 2006-07 annual returns to Treasury. **MORE INFO:** On financial reporting look under the 'Publications' link on the Treasury website: www.treasury.nsw.gov.au.

Workforce Profile Quarterly Full-Time Equivalent Collection

WHAT & WHEN: Quarterly Full-Time Equivalent (FTE) Collection is due in the Public Employment Office of the Department of Premier and Cabinet by 18 April 2007. **WHY:** The Workforce Profile assists in workforce planning, benchmarking, forecasting and costing human resources, assessing policy and strategy development needs and assessing the impact of new policies and procedures. **MORE INFO:** Details are available from the Department of Premier and Cabinet website: www.dpc.nsw.gov.au.

NOTE: The 2007 Annual/June 2007 Quarterly Collection is due by 24 July 2007.

MAY 2007

Budgeting

Treasurer presents State Budget in either May or June

Budget handed down in Parliament.

The Budget timetable for 2007-08 is indicative only and is subject to change.

Reporting

Emerging accounting issues

WHAT: Agencies to notify Treasury of emerging accounting issues as provided in the Treasury Circular to be issued in April 2007. **MORE INFO:** Refer to the Treasury website: www.treasury.nsw.gov.au.

Agencies submit quarterly progress reports on significant Information and Communications Technology (ICT) projects to Treasury

WHAT & WHEN: Quarterly progress reports for all high risk Information and Communications Technology (ICT) projects and those with a total estimated cost of \$10 million or more should be submitted for quarters ending February, May, August and November. Reports are due to Treasury by the end of the following month. **WHY:** Regular monitoring of significant projects ensures that variances from the workplan can be assessed against the project's business case.

JUNE 2007

Planning

Agencies submit Information and Communications Technology Strategic Plans

WHAT & WHEN: Agencies are required to submit their Information and Communications Technology (ICT) Strategic Plans to the Department of Commerce (Government Chief Information Office) by 30 June 2007. **WHY:** This process ensures corporate and business planning is optimally supported by information and communications technology. **MORE INFO:** Refer to the Government Chief Information Office website: www.gcio.nsw.gov.au.

Reporting

Summary of Affairs

WHY & WHAT: Agencies subject to the *Freedom of Information Act 1989* are required to publish in the Government Gazette, an up-to-date Summary of Affairs. The Summary of Affairs is a separately bound book to the Government Gazette but does carry a running Gazette No. The requirements are specified in section 14 of Part 2 of the *Freedom of Information Act*.

WHAT: The Summary of Affairs has to contain a list of each of the Agency's policy documents, advice on how the agency's most recent Statement of Affairs may be obtained and contact details for accessing this information. **WHEN:** The Summaries are published at the end of June and the end of December each year and need to be delivered to Government Advertising and Information two weeks prior to these dates. **MORE INFO:** Go to the Department of Commerce's Office of NSW Procurement website at www.advertising.nswp.commerce.nsw.gov.au/gazette.

Agencies collate information for inclusion in Annual Report

WHY & WHAT: The *Annual Reports (Departments) Act 1985* and the *Annual Reports (Statutory Bodies) Act 1984* require information to be collected as at 30 June 2007. **MORE INFO:** Refer to Annual Report Checklist on the Treasury website: www.treasury.nsw.gov.au.

Disability Action Plan

WHAT: Agencies covered by the *NSW Disability Services Act 1993* must develop Disability Action Plans. **WHY & WHEN:** The key objective is to adjust programs so that services better meet the needs of people with disabilities. Agencies provide a copy of their Disability Action Plan to the Department of Ageing, Disability and Home Care by the end of December 2007.

Metropolitan Strategy Progress Report

WHY, WHAT & WHEN: To ensure effective implementation of the Metropolitan Strategy, relevant agencies are required to contribute to a six monthly progress report on implementing the Strategy to Government via the Metropolitan CEOs Group by 30 June 2007. The submission will be sponsored by the Department of Planning. **MORE INFO:** Contact John Brockhoff at the Department of Planning on (02) 9228 6297.

Overseas Projects

WHAT & WHEN: Agencies are required to provide a brief report to their Minister by 30 June of each year for each overseas project. **NOTE:** The Department of State and Regional Development (DSRD) also requires ongoing advice on the status of these projects. **MORE INFO & WHY:** For further information refer to Premier's Memoranda 2006-12 "Overseas Projects – Involvement of the DSRD" & 2002-03 "Overseas Projects" and the Department of Premier and Cabinet Circular 2002-30 "Overseas Projects – Reporting Requirements".

Capital Projects Progress Reports

WHY & WHAT: All major capital projects that are included in the Budget paper's State Asset Acquisition Program (Budget Paper 4) are monitored. Relevant portfolios are required to report on progress and those reports are submitted for consideration. **WHEN & MORE INFO:** The on-line system opens for data entry on the 25th and closes on the 11th of the following month. For further information contact the Department of Commerce on 9372 8600.